



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
AND FORT SAM HOUSTON  
2250 STANLEY ROAD  
FORT SAM HOUSTON, TEXAS 78234-6100

REPLY TO  
ATTENTION OF  
IMSW-SMH-IM

12 AUG 2005

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT:** Installation Information Management Policy 25-09, Acquisition and Sustainment of Information Technology Equipment Hardware and Software Policy

**1. REFERENCES.**

- a. AR-25-1, Army Knowledge Management and Information Technology Management, 30 June 2004.
- b. Clinger-Cohen Act, (Public Law 104-106), 10 February 1996.
- c. Federal Acquisition Streamlining Act of 1994.
- d. Federal Acquisition Regulation (FAR).
- e. The Army Chief Information Officer, Information Management Realignment, Phase I Execution Plan, 19 March 2002.

**2. PURPOSE.** This policy assigns responsibilities for the approval and the acquisition of information technology products and services, including visual information in accordance with reference 1e. Information technology includes information services, systems or components, information equipment, or any collection of hardware and software, firmware, or related products, that customers use to collect, process, store, transmit, display, and/or disseminate information. This policy does not address acquisition of:

- a. General supplies and support items, such as blank media (computer tapes, ribbons, diskettes, CD ROMs), ink, toner cartridges, keyboards, mouse, etc.
- b. Information system components imbedded in machines, medical instrumentation, servomechanisms, training devices, or test and evaluation systems which do not interface or communicate outside the host system or device.

IMSW-SMH-IM

SUBJECT: Installation Information Management Policy 25-09, Acquisition and Sustainment of Information Technology Equipment Hardware and Software Policy

3. SCOPE. This policy applies to all information technology (IT) acquired by or for any organization located on Fort Sam Houston (FSH) and sub-installations with connectivity to the installation network which the Director of Information Management (DOIM) manages, and includes both Government-owned and leased automation equipment.

4. POLICY: The DOIM will execute all information technology acquisitions for FSH and tenant organizations. The DOIM will have first right of refusal on IT acquisitions that impact base infrastructure or require local DOIM support for all units, organizations, and tenant organizations on the installation.

a. Requirements for Standard Products and Services. Customers will properly document all desired IT business requirements. Documented business requirements will then be provided to the DOIM prior to acquisition. The DOIM will ensure the solution meets standard technology policy, installation architecture, and abides by all information assurance policies. Examples of such requirements include, but are not limited to, desktops, laptops, mobile devices, network devices, peripherals, software, and installation infrastructure.

b. Requirements for Projects or Business Solutions. Customers will properly document required IT projects or needs to the DOIM for validation or business solution. The DOIM will ensure the project or solution meets standard technology policy, installation architecture, and abides by all information assurance policies. Requests can be emailed to the DOIM by sending a query addressed to FSHTX ITBC BSSD using Outlook. The DOIM project officer will contact the sender requesting any additional information required. Examples of requirements include, but are not limited to, desktops, laptops, mobile devices, network devices, peripherals, software, and installation infrastructure.

(1) The DOIM staff will perform a technical evaluation of all IT that impacts base infrastructure or requires local DOIM support for all tenant organizations on the installation. All technologies will be documented and "pilot tested" in a non-production environment prior to implementation to determine if such technology will meet the organization's need, price, performance, and architecture. All new technologies will be evaluated in accordance with the requirements definition.

(2) Upon completion of technical evaluation, the DOIM staff will provide recommendations for acceptance or denial to the DOIM Configuration Control Board (CCB). Via the DOIM, the CCB Chairman will provide the technical evaluation results, along with final approval or denial of implementation, to appropriate FSH and tenant organizations.

IMSW-SMH-IM

SUBJECT: Installation Information Management Policy 25-09, Acquisition and Sustainment of Information Technology Equipment Hardware and Software Policy

c. Validation. It is the responsibility of all FSH and tenant organizations to properly document IT business requirements to the DOIM.

(1) The DOIM will, prior to acquisition, validate that all IT equipment hardware and software meets existing standards as well as current and future architecture.

(2) Upon completion of validation, recommendations for acceptance or denial will be provided to the DOIM CCB stating their findings. Should the validation result in denial, the DOIM CCB will provide detailed explanation to the customer as to the reason for such denial. Types of denial may include, but are not limited to:

(a) Non-standard equipment hardware or software that would be unsupportable or create conflicts with the installation architecture.

(b) Existing architecture will not support defined requirement.

(c) Conflicts with network security or other risks.

d. Equipment Purchase or Lease. FSH and tenant organizations will purchase or lease equipment hardware, through the DOIM, based on cost and other acquisition considerations as defined below.

(1) Purchase method. FSH and tenant organizations will acquire equipment hardware using the purchase method if the equipment will be used beyond the point in time when cumulative leasing costs exceed the purchase costs.

(2) Lease method. FSH and tenant organizations will acquire equipment hardware using the lease method when the cumulative cost is less than the purchase cost.

(3) Equipment Hardware Lease Contract: FSH and tenant organizations entering a legally binding leasing contract must adhere to the defined terms and conditions stated in the vendor's contract.

(4) Supporting Hardware Leased Equipment: FSH and tenant organizations will not break equipment tamper seals, where present, for any reason. FSH and tenant organizations will contact the FSH DOIM, when:

IMSW-SMH-IM

SUBJECT: Installation Information Management Policy 25-09, Acquisition and Sustainment of Information Technology Equipment Hardware and Software Policy

- (a) Any peripheral device needs to be added.
- (b) Equipment hardware is inoperable.
- e. Breach of Contract: All parts of a contract breach, including fees and penalties will be the responsibility of the organization leasing the equipment. Breach of contract may include, but is not limited to:
  - (1) Broken tamper seal, where present.
  - (2) Term of lease exceeding specified term.
  - (3) Stolen equipment.
  - (4) Missing equipment.
- f. Equipment Hardware and Warranties.
  - (1) Hardware. FSH and tenant organizations will adhere to documented workstation standards when acquiring equipment hardware. Upon acquisition of new technologies, the DOIM, FSH and tenant organizations will adhere to all the sections of this policy.
  - (2) Warranties. The DOIM will track and manage all warranties to ensure that warranties are deemed adequate to protect the needs of FSH. Types of items covered by the warranty and length of warranty may include, but are not be limited to:
    - (a) Identification of warranted items.
    - (b) Procedures for the return of warranted items to the vendor for repair or replacement.
    - (c) Type of warranty coverage (i.e., 24x7, on-site support, response time, etc.)
- g. Equipment Software and Licensing.
  - (1) Software. The FSH and tenant organizations will coordinate acquisition and installation of software with the DOIM to ensure proper tracking of licenses when acquiring equipment software. For acquisition of all new technologies, the

IMSW-SMH-IM

SUBJECT: Installation Information Management Policy 25-09, Acquisition and Sustainment of Information Technology Equipment Hardware and Software Policy

DOIM, FSH and tenant organizations will adhere to all procedures specified in this policy.

(2) Licensing. The FSH and tenant organizations will ensure all software is reported to the DOIM. The DOIM will track software licenses for the purpose of compliance with manufacturer's license agreement. Compliance with all software-licensing agreements will be the responsibility of the DOIM, FSH and tenant organizations.

h. Asset Management. The DOIM will ensure that all purchased and leased assets are properly tracked and managed throughout their lifecycle. FSH and tenant organizations will ensure that all hardware and software is properly reported to the DOIM.

i. Budget/Finance. The customer will pay for acquisition of new and replacement computer systems. The DOIM division chiefs and/or commanders will approve any budget transaction prior to submission to the DOIM. When appropriate, transactions will be submitted through the customer's budget officer, who will then submit the transaction to the DOIM. The IT budget liaison will report all transactions to the proper finance offices. The following are the methods of payment that will be defined in the requirement definition that is submitted to the DOIM:

(1) International Merchant Purchase Authorization Card (IMPAC) purchase payment.

(2) Electronic fund transfer.

(3) Journal voucher.

(4) Military Interdepartmental Purchase Request (MIPR).

(5) Direct fund citing using wide-area work-flow.

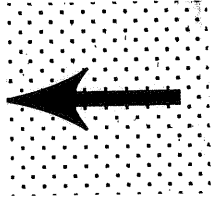
j. Waivers. Any exception to this policy must be coordinated through the DOIM CCB and can be initiated by providing a written memorandum with thorough justification to the DOIM. A documented and approved exception is required for any deviation from stated policy and conformance documentation.

k. Specific administrative and technical concerns should be addressed to the DOIM, ATTN: IMSW-SMH-IMT, telephone 221-5281.

5. The point of contact is Ms. Cynthia S. Helton, Director of Information Management, 221-1300, or email address [cynthia.helton@us.army.mil](mailto:cynthia.helton@us.army.mil).



GEORGE W. WEIGHTMAN  
Major General, MC  
Commanding



**DISTRIBUTION:**

A, B, Plus:

30 – IMSW-SMH-HRM, Plus: All Garrison Activities